MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS
International Registration Plan

How to
Renew Annual License Plate

- Important Notes
- Log On
- IRP Account Information
- Renew Fleet
- IRP Mileage
- Weight Group
- Vehicle Selection Menu
  - Go to IRP billing to compute fees
  - Renew and Remove Vehicle(s)
  - Renew and Amend Vehicle(s)
- Required Supporting Documents
- Contact Us
- IRP Renewal Dates

Revised – 2016

IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password, Click Here

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to return to the last saved page.

BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session.   After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, go to www.safersys.org. MCS-150s must be updated biennial according to FMCSA guidelines. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
830 MoDOT Drive
PO Box 270
Jefferson City, MO 65102-0270

Toll-Free: 1-866-831-6277
Local: 573-751-7100
Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

1. Log on - www.modot.org/mce
    a. Enter your userID and password. Click on **SIGN IN**

2. The **Welcome to the MoDOT Carrier Express** page appears.
    a. This page contains links for various activities and information pages.
    b. To proceed with your IRP renewal, click on **APPLICATIONS;** choose **IRP** from the drop down
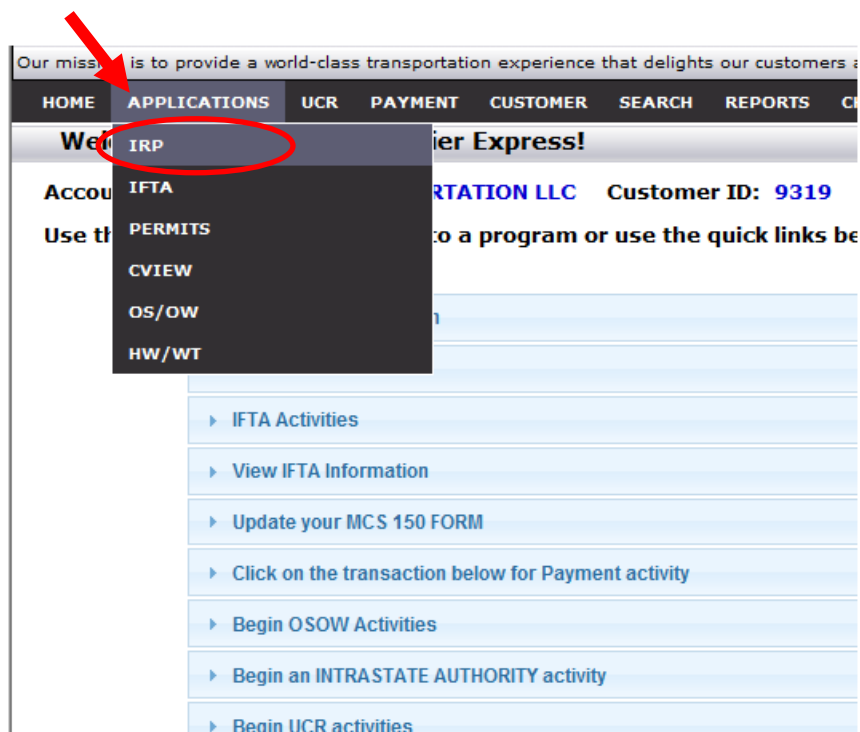
3. The **IRP Main Menu** appears

a. Click on **RENEWAL.**
b. Fill in **IRP ACCOUNT NUMBER**
c. Enter the **FLEET NUMBER**
d. Enter the current **EXPIRATION MONTH AND YEAR**
e. Click **SUBMIT;** click **SUBMIT** again to confirm

4. The **IRP Account** page appears

Note: Proceed from field to field with the TAB button on your keyboard

a. Update with changes as needed. For further information see definitions below. Update contact info.

US DOT NBR	The carrier's USDOT Number defaults to the Registrant/Motor Carriers number. **If this number is incorrect at the Registrant/Motor Carrier level please stop processing and contact Motor Carrier Services if changes are needed.**
TPID	The carrier's Tax ID number defaults to the Registrant/Motor Carriers TAX ID number. **If this number is incorrect please stop processing and contact Motor Carrier Services if changes are needed.** Types of the TAX ID: <table><tr><td>E-FEIN</td><td>Federal Employment Identification Number</td></tr><tr><td>S-SSN</td><td>Social Security Number</td></tr></table>
ACCOUNT STATUS	The current status of the account.
CARRIER NAME	Carrier's legal business name defaulted to the name provided at the common customer level and cannot be updated from this screen. **Please stop processing and contact Motor Carrier Services if changes are needed.**
BUSINESS ADDR	Carrier's business is physically located, including the county. The physical address must be in the base jurisdiction.
MAILING ADDR	Enter the address for correspondence and other documents. Include 4 digit zip code
CONTACT NAME	Enter the name of the person to contact concerning this account.
PHONE NBR	Enter the contact's phone number.
FAX NBR	Enter a fax number if applicable.
E-MAIL ADDR	Enter an email address if applicable.

b. Click **SUBMIT**

c. Check for errors, click **SUBMIT** again to confirm

5. The **Renew Fleet** page appears. Again, be sure all contact information is current.

Note: Proceed from field to field with the TAB button on your keyboard

a. Update with changes as needed. For further information see definitions below:

EFFECTIVE DATE	Defines the beginning of the fleet's registration year.
EXPIRATION DATE	Defines the ending of the fleet's registration year.
FLEET TYPE	Defines the type of authority the registrant already has or the property and type of commodities the registrant/account holder plans to haul. **FLEET TYPE** PVT = Private FHE = For Hire Exempt FOR = For Hire FHR = For Hire Rental FHL = For Hire Leased PVR = Private Rental
COMMODITY CLASS	Select the appropriate commodity class as determined by the type of authority or the type of property and type of commodities the registrant/account holder plans to haul. **FLEET TYPE** / **COMMODITY CLASS** PVT / ALL, LOGS, PASSENGER FHE / EXEMPT FOR / ALL, PASSENGER, HOUSEHOLD GOODS FHR / ALL, EXEMPT FHL / ALL PVR / ALL
RGSTRNT PHONE NBR	Enter the Registrants phone number. **Must be a Missouri number**
BUSINESS ADDR	Enter the Missouri address where the registrant/motor carrier has an established place of business.
MAILING ADDR	Enter the mailing address where the registrant/motor carrier desires his/her credentials mailed.
CONTACT INFO	Enter the Contact Name, Phone Number, Fax Number and Email address of the individual responsible for the completion of the application and who is familiar with the requirements.
ALT SHIPPING ADDR - optional	Alternate Shipping Address. If a special shipping address (for receiving credentials) applies, enter this address in the fields displayed under ALT SHIPPING ADDR.
ONE-WAY RENTAL – One Way Fleets Only	If the vehicles in this fleet are used for one-way rentals, enter the appropriate mileage and vehicle information in the fields displayed under ONE-WAY RENTAL.

b. Click **SUBMIT;** If there are no errors, click **SUBMIT** again to confirm

6. **The IRP Mileage** page appears
    a. On the mileage screen enter all actual miles that was accumulated during the reporting period (July 1, xxxx- June 30, xxxx). If there were no miles to report in a jurisdiction, leave the box blank (do not enter a 1 or a 0). Also do not enter unrealistic miles as these miles need to be actual miles and not appear to be rounded. If there are no actual miles to report during the reporting period call Motor Carrier Services at 1 866 831 6277.

7. The **Weight Group Selection** page appears. If no changes are needed, click **SUBMIT**.

Weight group changes are not usually made during the renewal process. If you need to perform this rare function, follow the directions below. Otherwise, do not check any boxes before submitting and click **SUBMIT.** You will be at the Vehicle Selection menu (See page 6).

<u>Weight groups</u>

All the weight groups are listed here. All weights that are different and/or have different weights are listed out.

On this example below notice the trash cans. This indicates the account has not had active power units in weight group # 1 or weight group #2 in the last 7 years. If a trash can is visable delete the unused weight group by clicking on the trash can.

1. Select weight groups to update weights. All weights should be entered in pounds. Ex: If Missouri weight is 80,000 lbs. all other jurisdictions should be 80,000 lbs. unless additional weight is required. Click Submit to continue.

2. Click **SUBMIT** to confirm

The Vehicle Selection Menu screen appears

Go to IRP billing to compute fees - This process is used when there are absolutely no changes or deletions to any of the vehicles listed on the renewal.

Remove Units - This process is used when equipment no longer needs to be renewed for the upcoming registration year.

Amend (Change) Units - This process is used to enter the correct USDOT and TAX ID Numbers of the motor carrier responsible for the safety of each individual vehicle and when equipment requires any type of updates such as unit numbers, ownership, title number, unladen weight, purchase dates or prices, weight changes, etc.

The **IRP Billing** screen appears

- Choose a delivery option (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field. Be sure the typed information is correct.
- To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents.
- Click **SUBMIT** to calculate the fees due

- Click **SUBMIT** to confirm

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

a. REMOVE UNIT(S) RENEWAL PROCESSING
Use this process to remove equipment from the renewal application.

- Click on **REMOVE UNIT**
- **The Delete Vehicle selection** menu appears

Complete screen as follows:

VEHICLE CONTROL	Enter the number of vehicles to be deleted
SELECT (SEL)	Check only the boxes next to the units to be deleted
DELETE REASON	Select one of the following delete reasons: **J** – Junked **L** - Leased **S** - Sold **W** - Wrecked **R** - Repossession **T** - Out of Service **O** - Other

Click **SUBMIT** to continue

- When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT.**
- **The IRP Billing** page appears

b. **AMEND (CHANGE) VEHICLE RENEWAL PROCESSING**

Use this process to enter the correct USDOT and TAX ID numbers of the motor carrier responsible for the safety of each vehicle and to update any equipment information such as unit numbers, ownership, purchase dates, title number, unladen weight, purchase price, weight changes, etc.

- Click on **AMEND (CHANGE) VEHICLE**
- The **Amend Vehicle Selection** page appears

Complete the screen using the information in this table:
- Type the number of vehicles to be amended in the **VEHICLE CONTROL** field.
- Type EITHER the first vehicle's plate number, VIN number or Unit number in the corresponding field. Use only ONE of the three (plate, VIN or unit) fields.

| HOME | APPLICATIONS | UCR | PAYMENT | CUSTOMER | SEARCH | REPORTS | CHANGE PASSWORD |

Amend Vehicle

| | Account No: | | Name: | | Fleet No: | Exp Mm/Yr: |
| | Customer No: | | USDOT No: | | Customer Status: | Program Status: |

Vehicle Control: [____]   Vehicles Amended:

Plate: [_____]   VIN: [_____]   Unit: [_____]

CONTINUE [▼] [Submit] [Quit] [Refresh] [Help] | Click Here to Access SAFER

- Click **SUBMIT** to continue
- The **Amend Vehicle** page appears. Update the information on the vehicle
- Click **SUBMIT**
- If there are no errors, click **SUBMIT** to confirm

NOTE: *If you are processing more than one vehicle, the control screen appears each time you finish processing a vehicle so that you can process the next one. If necessary, you can change the vehicle control number when this screen appears.*

- When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT**

The IRP Billing page appears

- Choose a **DELIVERY OPTION** (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field. Be sure the typed information is correct.
- To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents by date
- Click **SUBMIT** to calculate the fees due
- Click **SUBMIT** to confirm

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

Note: You may display plate and new cab card upon issuance. Previously issued cab card must be carried until the new registration year begins.

REQUIRED SUPPORTING DOCUMENTS FOR RENEWALS:

<u>Personal Property Tax Receipt or Waiver</u>
Submit a legible photocopy of the current year's personal property tax receipt and/or waiver for all <u>owned and leased vehicles</u>. If the vehicles are not individually itemized on the receipt, you must submit a copy of the assessment form.

If submitting several receipts, you must indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal.

<u>Heavy Highway Vehicle Use Tax</u>
Submit a legible photocopy of the current Federal Heavy Vehicle Use Tax Receipt (IRS- Form 2290) for all owned and leased vehicles licensed for 55,000 lbs. or more.

If submitting several receipts, please indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal. All VINs must be complete, legible and agree with our records.

<u>Titles and Leases</u>
Legible photocopies of new titles and/or leases must be submitted when there are any ownership changes or updates to a vehicle. Please indicate vehicle unit numbers on these documents.

Mailing address
MoDOT Motor Carrier Services
P O Box 270
Jefferson City, MO 65102

Physical Address (for shipping by UPS, FedEX, DHL, etc.)
MoDOT Motor Carrier Services
830 MoDOT Drive
Jefferson City, MO 65109

Phone
Toll-free 1-866-831-6277 or (573) 751-7100

e-mail
contactmcs@modot.mo.gov

MoDOT Motor Carrier Services Website
www.modot.org/mcs